



TOPSFIELD CONSERVATION COMMISSION

ADMINISTRATIVE ASSISTANT

The Topsfield Conservation Department seeks a detail-oriented, self-motivated, technically competent individual with good people skills to serve as Administrative Assistant, 18 hours/week. Pay will be \$18.08 – 19.10 /hour, depending on qualifications and experience. Duties are primarily to perform secretarial and clerical tasks to assist the Conservation Administrator and Commission with office work and outreach. Please send your resume and letter of interest to lspillman@topsfield-ma.gov or Conservation Department, 8 West Common Street, Topsfield, MA 01983. The job description is posted at www.topsfield-ma.gov/conservation. Contact conservation@topsfield-ma.gov for more information. The position will be filled once a suitable candidate is found.

AA/EEO employer.

August 2016
